



## Build a Hooping Base Board

Below are instructions for creating a base board so that you can move your Laser Hooping Station from one location to another in your shop. If you have any questions, please contact a Laser Specialist at (800) 426-9416.

### Items That Come with a Complete Embroidery Hooping System

**Control Panel**



**T-Shape Base Stand**



**Support Arm**



### Parts & Tools You Need to Supply

- Flat Board (up to 36" long and 26" wide, and 1/2" thick)
- Two 1/2" Wrenches or Sockets
- Small Phillips Screw Driver
- 3/8" Drill Bit and Drill
- Four Risers / Feet
- Brackets or Screws

### Step #1: Determine the Type and Size of Board

You will first need to determine the size of the Base Board that works the best for your shop. The recommended size will vary between 33" to 36" inches long and 22" to 26" inches wide. The Base Board can be made out of almost any material, but we recommend the board to be 1/2" thick so that the bolts included with your laser system can be used.

**Melamine Board**



**Add Trim to the Board**



**Recommendation:** For a clean look, you can use a piece of white Melamine Board and apply the white iron-on trim to the edges. Melamine Board is typically used for shelves and can be found at most Do-It-Yourself stores.

## **Step #2: Mark and Drill Holes for Attaching the Table Stand**

Place the T-Shape Base on the center of the board toward the back and mark the holes where the three 5/16" bolts will go. Using a 3/8" drill bit, drill out the three holes.

Attached the base of the Table Stand to the Base Board using the bolts, washers and nuts included in your system.

**Mark the Holes**



**Drill the Holes**



**Note:** You can use counter sinking bolts or may have to put the bolts in upside down to get the Base Board to sit flat once you have put the risers. See Step #4 below.

## **Step #3: Attach the Table Stand to the Board**

Use the bolts, washers and nuts included with the Table Stand, secure the Table Stand T-Shape Base to the Base Board. You will need to use a 1/2" wrench or socket to firmly attached the T-Shape Base to the Base Board.

**Attach the Table Stand T-Base**



## **Step #4: Make the Board Sit Flat on the Table**

To make the board sit flat, you will want to screw rubber feet or risers to the bottom of the Base Board. Space the risers equally distance from all sides and make sure that

the all risers fit on the table in your shop. Otherwise, you can purchase T-Nuts (sunken nuts) that will allow the board to sit flat on a table.

**Sunken Nuts**



**Rubber Risers**



### **Step #5: Attach the Control Panel to the Table Stand**

Attach the Control Panel to the Support Arm of the Table Stand by unscrewing the back of the Control Panel. Place the two bolts into the two holes in the back of the Control Panel and through the holes at the top of the Support Arm. Put the locking washers and nuts on the bolts and tightening.

**Back of Control Panel**



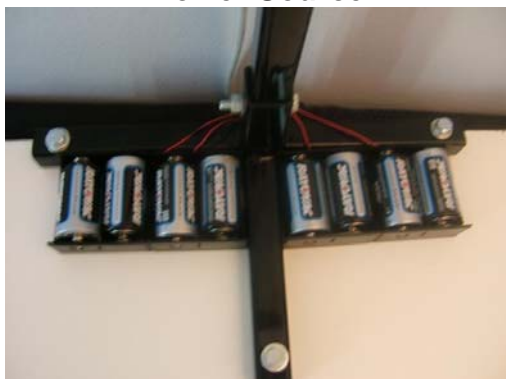
**Attached Control Panel**



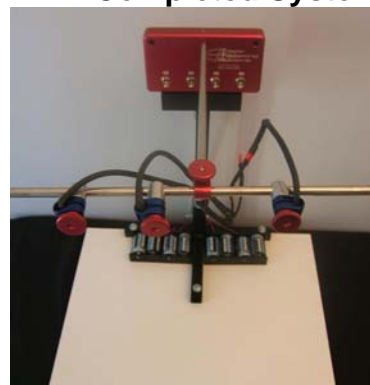
### **Step #6: Connect the Power Source**

Place two battery packs on each side of the T-Base and connect the power source to the control panel. Each battery pack can be attached to the Base Board prior to placing the batteries in the appropriate position. The system is ready to be turned on.

**Power Source**



**Completed System**



**Helpful Tip: Secure your Hooping Board to the Base Board**

Depending on what type of hooping board you have, you will want to secure your hooping board to the base board so that your laser guidelines stay in alignment at all times. This can be done by attaching the Hooping Board down to the Base Board or by attaching L brackets (90 degree angle brackets) to the Base Board that will prevent the Hooping Board from moving.

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